



ADDENDUM #1

RFP # 2016-024

On September 23, 2015 the New Hampshire Department of Health and Human Services published a request for proposals, soliciting proposal to provide services as an agent of the Department for collection, processing, quality assurance, consolidation, secure storage, and access to Hospital Discharge Data by providing a Uniform Health Facilities Discharge Data System (UHFDDS).

The Department is publishing this addendum to:

1. Delete Section 2 Schedule of Events and replace with the following:

The following table provides the Schedule of Events for this RFP through Governor and Council approval and Notice to Proceed.

EVENT	DATE	TIME
RFP released to Vendors	9/23/15	
Vendor Inquiry Period begins	9/23/15	
Notification to the State of the number of representatives attending the Optional Vendor Conference	9/28/15	
Optional Vendor Conference; location identified in General Instructions, Section 4.3	9/30/15	2:00 PM ET
Vendor Inquiry Period ends (final inquiries due)	10/7/15	4:00 PM ET
Final State responses to Vendor inquiries	10/16/15	
Final date for Proposal submission	10/30/15	2:30 PM ET
Invitations for oral presentations	11/6/15	
Vendor presentations/discussion sessions/interviews, if necessary	Week of 11/9/15	
Anticipated Governor and Council approval	TBD	
Anticipated Notice to Proceed	TBD	



2. Delete 5.3 Planned Evaluations and Replace with the following:

5.3 Proposal Evaluation Scoring Process

The Proposal Evaluation Process will be conducted in the following stages:

- 5.3.1 Phase I - Preliminary Review of Proposals: Proposals received will be reviewed to determine compliance with Minimum Standards. At the Department's discretion, proposals that do not meet Minimum Standards may be disqualified. Proposals that meet the Minimum Standards shall move on to Phase II of evaluation process.
- 5.3.2 Phase II - Preliminary Scoring of Proposals: During this phase of scoring, a team of evaluators will review each proposal to determine a preliminary score. At the Department's discretion, the field of vendors may be narrowed to reveal a short list of vendors requiring further review, including oral interviews OR, the evaluation team may determine that they have sufficient information to make the scores final. The evaluation team must come to a consensus whether these scores will be considered "final" or require further review.
- 5.3.3 Phase III - Oral Interviews(if necessary): Vendors who have reached the Phase III may be invited to present oral interviews or product demonstrations which will clarify and expand upon the information provided within the written submitted proposals. Vendors are prohibited from altering the basic substance of their Proposals during the Oral Interview Process. Oral interviews must be limited to three (3) hours in length. A highly structured agenda will be provided to the Vendor no less than seven (7) days prior to the scheduled Oral Interview. Vendor is limited to two (2) presenters. Any and all costs associated with oral interviews or product demonstrations shall be borne entirely by the vendor.
- 5.3.4 Phase IV – Final Consensus Score: At the Department's discretion, the preliminary scores may be altered due to information received during the Oral Interviews. The evaluation team must come to a final consensus score.
- 5.3.5 Phase V – Final Evaluation: Reference and background checks will be made for finalist or finalists as appropriate.